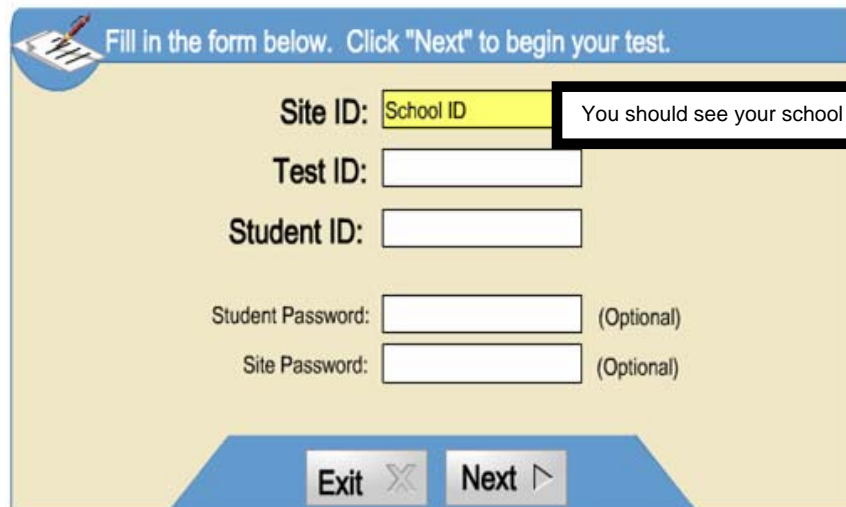# APPENDIX G

Student Instructions for Taking the
Online End of Course Exam – Browser
(Adapted with permission from Scantron Corporation)

1.   If your teacher has not already set up the test:

   a.   Open the browser on the testing computer.

   b.   Go to http://test.achievementseries.com.   You should see a screen like the one below.

   Note: Do not type www following http://

   If you receive an error message when you try to log in, you may need to use the Secure Test Client instead. See your teacher or test proctor for assistance.

APPENDIX G Continued
Online End of Course Exam – Browser

2. Log in to the exam:
    a. Type the Site ID, Test ID and your Student ID in the appropriate areas. <u>You will be given this information by the Test Administrator.</u>

    b. (If required) Type your student password and/or the site password in the appropriate areas. <u>It is recommended these are not used.</u>

        Tip: You may have to click **Begin Test.**

    c. Click **Next.**

3. Listen to your teacher or the test proctor explain how to take the exam.

4. Take the test:

    a. Click 1 or Next at the bottom of the test to go to the first question.

    b. Read each question.

        ▪ Click [image] to select an answer. Click it again if you change your mind.

        ▪ Click [image] the x to eliminate answer(s) you know are not correct. Click it again if you change your mind.

        ▪ Check **Mark Answer for Review** if you are not sure of your answer and want to review it before turning in the test.

        ▪ Click **Next** to go to the next question.

5. When you finish the questions, review your answers, click **Go** to return to certain questions if necessary, then click **Turn in Test**.